



Rental Process Start to Finish

Step 1: Application

- ❖ Submit completed application for each tenant. Visit www.chaneyproperties.com, click on "Apply Now" to download application form – print, complete and bring to office, 408 Blandwood Ave.
- ❖ \$25 nonrefundable application fee for each tenant (check or money order, payable to Chaney Properties) must accompany application.
- ❖ Call Chaney Properties to get specific property owner's name. Separate check or money order, payable to specific property owner, must be submitted for security deposit (same amount as first month's rent). *Note – security deposit is not refundable if application is accepted.
- ❖ Guarantee of Rents form (if needed). Download under "Apply Now" at website. Print, complete and bring to office within 72 hours of application. *Note this form must be notarized.
- ❖ If your application is accepted, we will contact you to let you know. If you have not heard from us within five business days of application, feel free to call our office, 336.273.1914.

Step 2: Lease signing, by appointment:

- ❖ Receive lease via email. Read and review the lease before next step.
- ❖ Call for appointment to sign your lease.
- ❖ *All tenants* must be present at lease signing appointment.
- ❖ Receive Pet Approval Form if appropriate.

Step 3: We will contact you to schedule your key pick-up appointment. Please prepare as follows:

- ❖ Each tenant must obtain renter's insurance with the following specifications:
 1. **Receipt for payment of coverage for 12 months.** Must be effective prior to moving in.
 2. Must include \$300,000 in personal liability for EACH tenant.
 3. Name the landlord (see #1 in your lease _____) as "having an additional interest" in your policy (so the landlord would be notified of any lapse in coverage). Your insurance company will ask for the landlord's mailing address, which is 408 Blandwood Avenue, Greensboro, 27401, for all landlords.
 4. Ask the insurance agent to send you a copy of the Declarations Page. **Print this page** and make sure it STATES \$300,000 in liability and names the landlord as an additional interest.
- ❖ Contact appropriate utility companies (see item 6E in your lease for your specific address)
 1. Duke Energy 800.777.9898 – set up to begin service on or before your move-in date. Request email confirmation of your begin service date. You must bring a **printed copy** of this email to your key pick-up appointment.
 2. City Water – to set up service, you must go to the City Water Department, 2602 S. Elm-Eugene St. You will be given a **printed receipt**. You must bring this receipt to your key pick-up appointment.
 3. Piedmont Natural Gas 800.752.7504 – Piedmont Natural Gas will come to turn on your service once you move in. Schedule them the day of or the day after your move-in date. Request email confirmation of intended start date. You must bring a **printed copy** of this email to your key pick-up appointment.

Step 4: Pick up your keys

- ❖ Remember to bring the following **PRINTED ITEMS** to your appointment (otherwise we will not be able to dispense keys)
 1. Declarations Page and receipt for payment of coverage for 12 months from your insurance agent.
 2. Proof of service begin date from each applicable utility (Duke Energy, City Water, and/or Piedmont Natural Gas).
 3. **PLEASE NOTE: IF CHANEY PROPERTIES RECEIVES THE ABOVE ITEMS VIA EMAIL, THERE WILL BE A \$10 PROCESSING FEE.**
 4. Rent for first month, check or money order payable to your landlord (see #1 in your lease).
 5. Completed pet approval form.
 6. Pet fee.
- ❖ Receive Check-In List – return to Chaney Properties office within 48 hours.

Please sign and date below, indicating you have reviewed these instructions

Tenant _____ Date _____